



**DEPARTMENT OF THE ARMY
HEADQUARTERS FIRST REGION (ROTC)
UNITED STATES ARMY CADET COMMAND
FORT BRAGG NC 28310-5000**



ATOA-CDR (20)

15 March 2002

MEMORANDUM FOR ALL CIVILIAN EMPLOYEES IN FIRST REGION (ROTC)

SUBJECT: Rights of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the inspector general. These may include what the civilian employee reasonably believes evidences fraud, waste, and abuse.
2. Before visiting the inspector general, you should consider whether your concerns could be addressed more quickly and simply by referring them to your immediate supervisor first, or by using one of the procedures in paragraph 3.
3. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints that pertain solely to civilian employment matters. These include complaints on such personnel actions as reductions-in-force, removals, disciplinary measures, and similar actions. If you want to submit this type of complaint, contact the Management-Employee Relations Division of the Civilian Personnel Office, Fort Bragg, NC 28310-5000, telephone (910) 396-6122 (DSN 236-XXXX). They will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Employment Opportunity Office, Fort Bragg, NC 28310-5000, telephone (910) 396-2123 (DSN 236-XXXX).
4. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit, call or write your local inspector general at:

Name: MAJ John P. Hains/SFC Marilyn Moore
Office Hours: 0900-1130, 1300-1630, Monday through Friday
Location: Bldg 2-5935, Corner of Butner and Armisted
Address: Commander
First Region (ROTC)
US Army Cadet Command
ATTN: ATOA-IG
Fort Bragg, NC 28310-5000
Telephone: (910) 396-6867/1934/8874 or DSN 236-XXXX.

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5. If you believe your local inspector general's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting your local inspector general, you may write to Commander, US Army Cadet Command, ATTN: ATCC-IG, Fort Monroe, VA 23651-5000, commercial (757) 788-3962, DSN 680-3962. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DoD) Hotline. Their telephone numbers are:

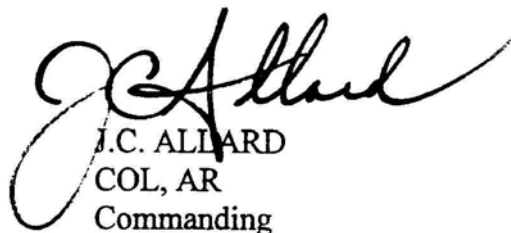
DAIG: Toll free 1-800-752-9747

IG, DoD: Toll free 1-800-424-9098, Commercial (703) 693-5080, DSN 223-5080

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 3, AR 385-10.

7. Per AR 20-1, paragraph 1-12, the IG has a duty to protect confidentiality to the maximum extent possible. This is true for all persons who ask the IG for help, make a complaint, give evidence, contact or assist an IG during an inspection or investigation, or otherwise interact with the IG.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the inspector general, or a member of Congress. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the inspector general, a member of Congress or any agency established to receive such complaints. However, if you lie or knowingly make false accusations to the inspector general, you are subject to disciplinary action.



J.C. ALLARD
COL, AR
Commanding